

## **Address Matching Services RFP Q & A**

1. What will be the frequency and volume of assignment of addresses to the contractor in this project? (For example: if an electronic file is to be sent to the contractor every month, what will be the average number of addresses on that file?)

What is the size or estimated size of the file of names and last known addresses?

- We anticipate going through this process at least twice per year. Our anticipated volume would be 10,000 to 20,000 each time. We also intend to periodically run much smaller samples through this process (as few as one at a particular time).

2. Will the files assigned to the contractor consist of only newly/recently reported addresses, or will some, or all, be older? If so, how old are the oldest reported addresses to be assigned, and what percentage of the total assigned addresses do they represent?

- Generally these will be regarding properties recently reported to us.

3. How would the Treasurer measure the successful execution of the requested services for this project by the chosen vendor?

- Success will be measured by the successful hit rate. The project as a whole will be measured by the amount of claims paid based on our direct mail contact.

Is there a designated weighting on the evaluation criteria? For example, on page 4 of the RFP, Item L. Evaluation Criteria lists 2 criteria. Is there an evaluation percentage assigned to either of the criteria listed and if so, please specify.

- Ability to perform the required services, determined by general and specific experience in providing these services – 30%
- Record of past performance of similar work – 20%
- Pricing – 50%